

# County of Culpeper

302 North Main Street  
Culpeper, VA 22701  
540/727-3405 fax 540/727-3461  
[www.culpepercounty.gov](http://www.culpepercounty.gov)



## SIGN PERMIT APPLICATION

**Applicant must submit County or Town Zoning Permit with this application.**

Application should reflect actual work being performed.

Application must be filled out completely - if not, it will be returned.

☐ 2003 IBC (International Building Code - Commercial)

Information requested is required.

**OWNER** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Date / Year(ex.1960).

Email Address: \_\_\_\_\_

**Site Address:** \_\_\_\_\_

Information requested is required.

**CONTRACTOR** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

License No. \_\_\_\_\_ Class \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

Email Address: \_\_\_\_\_

► **WALL SIGN:** Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_  
(Issue at Counter w/o review)

► **PLATFORM OR ANCHORED HANGING SIGN:** 3 Sets Drawings/ea. Page with architectural seal, wind loads and footing/anchoring designs. (Review Process)

► **ELECTRICAL:** ☐ YES ☐ NO If yes, submit Electrical Permit Application with this application.

Signature of Owner/Agent – \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### Administrative Use Only

**Permit Fee** \$ \_\_\_\_\_  
(\$3.50/\$1000 value, minimum \$100)

**Administrative Fee** \$ \_\_\_\_\_  
(See Fee Schedule for Trades)

**1.75% Levy per VUSBC** \$ \_\_\_\_\_

**Total Permit Fee** \$ \_\_\_\_\_

Typed: ☐ YES \_\_\_\_\_  
Date

Amt. Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

## SIGN FEE SCHEDULE

### Signs:

Wall mounted No Electrical-- No Plan Review .....	\$ 25.00
Platform & Hanging Anchored Signs--Plan Review Permit Fee Calculation .....	\$3.50 /\$1,000 of total value (\$50 Minimum)

**Administrative Fee: Submitted at time of application; based on value of job as follows:** This fee will be applied to the total permit fee once the plan review has been approved. The Administrative Fee is non-refundable if the permit is not issued for any reason or construction is cancelled.

#### Job Value

• \$1.00 - \$500.00 .....	\$ 75.00
• \$501.00 - \$10,000 .....	\$ 125.00
• \$10,001 - \$15,000 .....	\$ 175.00
• \$15,001+ .....	\$ 250.00

State Levy .....	1.75%
	(\$2.50 Minimum)

Zoning Fee .....	\$ 20.00
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